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Parent Policy: [Vehicle Management and Driver Safety Policy](#)

## Driver Authorization Procedure

<b>Office of Administrative Responsibility:</b>	Operations and Maintenance – Fleet Safety Officer
<b>Approver:</b>	Vice-President (Finance and Administration)
<b>Scope:</b>	Compliance with this university procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B) in addition to Volunteers, Professors Emeriti, Undergraduate Students, Graduate Students and Post-Doctoral Fellows.

### Overview

Any individual using a **University vehicle** to conduct University of Alberta business must be an **authorized driver**. Only authorized drivers using university vehicles are insured under the University of Alberta’s automobile insurance policy.

Driver authorization and safety requirements were developed in accordance with National Safety Code standards and automobile insurance requirements.

### Purpose

This procedure outlines the steps necessary for driver authorization at the University of Alberta.

## **PROCEDURE**

All University of Alberta and Government of Alberta’s *Traffic Safety Act* requirements must be met before any individual can be authorized to operate a University vehicle on official business.

Departments shall not permit the operation of University vehicles by unauthorized personnel.

### 1. APPLICATION FOR AUTHORIZATION

Members of the University community who intend to operate a vehicle while on University business should apply for University driving privileges by submitting an Application for University Driving Privileges to the **Fleet Safety Officer**.

Once the application has been submitted, the Vehicle Pool Office can obtain the necessary license abstracts on behalf of drivers whose licenses were issued in Alberta. The **Vehicle Pool Office** is not able to obtain abstracts on behalf of drivers who were licensed in a province other than Alberta, or from the United States. Drivers licensed outside of Alberta must obtain and submit a three year driver abstract from the issuing province or state upon first application, and every six (6) months thereafter.

### 2. MINIMUM AUTHORIZATION REQUIREMENTS

Authorization to operate a university vehicle while on university business can only be granted when applicants meet or exceed all of the following minimum requirements:

- a. 19 years or older

- b. Possess a valid Class 5 driver's license, or equivalent, issued by a Canadian Province, Territory or by the United States. (Graduated and Probationary Licenses are not acceptable).
- c. Have less than 6 demerit points and less than 3 moving traffic violations during a three (3) year driving history dated within 60 days of the Application for University Driving Privileges.
- d. Submit a signed and dated Application for University Driving Privileges to the Fleet Safety Officer.
- e. Attend and successfully complete an in-house Defensive Driving Course, or an equivalent such as a Canada Safety Council, Defensive Driver Safety Course. The University will accept Canada Safety Council, Driver Safety Courses completed within two (2) years prior to submission of the application form.
- f. Successfully complete a driver evaluation conducted by the Fleet Safety Officer or designate

### 3. EXCEPTIONS

Individuals employed prior to March 01, 2003 who are required to drive university vehicles on a daily basis for employment purposes, or as a condition of their employment are not currently required to complete an approved driver safety course although they must successfully complete a driver evaluation conducted by the Fleet Safety Officer or designate.

Individuals employed prior to March 01, 2003 who drive university vehicles occasionally for employment purposes are not currently required to complete a driver safety course or driver evaluation.

Those who leave University employment in excess of 24 months must meet the requirements of a new employee.

As requirements for driver authorization are set at federal and provincial levels and are dictated by outside insurers, the University of Alberta cannot guarantee that individuals employed prior to March 1, 2003 will always be exempted from driver safety training and evaluation. It is therefore recommended that individuals to whom this exception applies make arrangements to complete the course and evaluation in order to avoid losing driving privileges when circumstances beyond the University's control prompt an unexpected change in driver regulations.

### 4. TWELVE TO TWENTY-FOUR PASSENGER VEHICLES

Authorized University Drivers who intend to operate vehicles designed to carry 12 to 24 persons (including the driver) must meet or exceed all of the conditions listed under the "Minimum Authorization Requirements" section above, as well as the following requirements:

- a. 21 years or older and
- b. Possess a valid Alberta Class 4, Class 2 or Class 1 driver's license, or equivalent, with less than 6 demerit points
- c. Successfully complete a 15 Passenger Van Operator course conducted by the University of Alberta
- d. Successfully complete a 15 Passenger Van driver evaluation conducted by the Fleet Safety Officer or designate

### 5. TWENTY-FIVE PASSENGER PLUS VEHICLES

Authorized University Drivers who intend to operate vehicles designed to carry more than 24 passengers must meet or exceed all of the conditions listed under the "Minimum Authorization Requirements" section above, as well as the following requirements:

- a. 25 years or older and
- b. Possess a valid Alberta Class 2 or Class 1 driver's license, or equivalent

## 6. FURTHER INFORMATION

For further information on obtaining a University vehicle, see the *Vehicle Rental Procedure*.

7. The University may suspend or revoke authorization to drive university motor vehicles when drivers:

- a. operate a University motor vehicle contrary to Fleet Safety Policy or
- b. exceed six (6) or more demerit points or exceed 3 moving traffic violations at any time or
- c. are suspended, disqualified or prohibited from operating a motor vehicle by the Registrar of Motor Vehicles in any Canadian Province or Territory or in the United States or
- d. fail to meet the minimum operating or license requirements for any University vehicle or equipment or
- e. demonstrate any unsafe and/or careless act(s) while operating a University motor vehicle.

Federal Criminal Code prohibitions apply to the operation of powered mobile equipment, including farm tractors, ATVs, and forklifts.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>University vehicle</b>	Cars, trucks, vans and other licensed and/or motorized equipment owned, rented or leased by the University of Alberta.
<b>Authorized driver</b>	Any individual, including University of Alberta employees, volunteers or collaborators, who have met the University of Alberta's minimum safety requirements and who have been granted driving privileges.
<b>Vehicle Pool Office</b>	The University of Alberta Office responsible for managing, maintaining and providing university vehicles and services.

## **FORMS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [\[▲Top\]](#)

[Application for University Driving Privileges form](#)

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [\[▲Top\]](#)

[Alberta Traffic Safety Act](#) (Government of Alberta)

[Class 4 Driver's License](#) (University of Alberta)

[Criminal Code of Canada](#) (Government of Canada)

[Fleet Safety Officer](#) (University of Alberta)

[Office of Insurance and Risk Management](#) (University of Alberta)



## U of A Policies and Procedures On-Line (UAPPOL)

[Vehicle Pool Office](#) (University of Alberta)